

City of Suffolk HISTORIC LANDMARKS COMMISSION



June 8, 2023

**THE REGULAR MEETING
OF THE
HISTORIC LANDMARKS COMMISSION
WILL BE HELD AT 9:00 A.M. IN
CITY COUNCIL CHAMBERS
CITY HALL BUILDING**

**Note: If You Cannot Attend This Meeting,
Please Notify the Planning Division
by 12:00 Noon,
Wednesday, June 7, 2023
(757) 514-4060**

**PREPARED BY THE CITY OF SUFFOLK
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

DIVISION OF PLANNING



AGENDA

Historic Landmarks Commission Meeting

Thursday, June 8, 2023

9:00 a.m.

I. Call to Order

II. Roll Call

III. Approval of the Minutes

IV. New Business

A. **Request for Certificate of Appropriateness HLC2023-00010**, submitted by Hugh L. Eure, Jr., applicant, on behalf of H. Eure Properties, Inc., property owner, for exterior alterations at property located at 111 Linden Avenue. The property is further identified as Zoning Map Number 34G16(A)*18, Suffolk Voting Borough, zoned RM, Residential Medium Density zoning district, and HC, Historic Conservation Overlay District.

V. Old Business

A. **Request for Certificate of Appropriateness HLC2023-00005**, submitted by Karen Tew, property owner, for exterior alterations at property located at 130 Commerce Street. The property is further identified as Zoning Map Number 34G18(A)*246, Suffolk Voting Borough, zoned CBD, Central Business District zoning district, and HC, Historic Conservation Overlay district.

VI. Staff Reports

- A. Property Maintenance Update
- B. Zoning Update
- C. Historic District Guidelines
- D. Administrative Approvals

VII. Announcements

VIII. Adjournment



MINUTES
HISTORIC LANDMARKS COMMISSION
May 11, 2023
9:00 A.M.

The regular meeting of the Historic Landmarks Commission was held on Thursday, May 11, 2023, at 9:00 a.m., in the Council Chambers of Suffolk City Hall, 442 W. Washington Street, Suffolk, Virginia, with the following persons present:

MEMBERS PRESENT:

George Bailey
William Bissell
Susan Coley
Merritt Draper
Oliver Hobbs
Edward King
Brian Shaffer
Vivian Turner

STAFF:

Keith Cannady, Comprehensive Planning Manager
Erin Dears, Planner I
Sean Dolan, Assistant City Attorney
Melvion Knight, Assistant Zoning Administrator
Susan Dillard, Property Maintenance Official
Marion Riddick, Planning Technician

The meeting was called to order by Chairman Hobbs. The roll was called by Marion Riddick, and Chairman Hobbs was informed that a quorum was present.

APPROVAL OF THE MINUTES: The minutes of the previous meeting were approved as presented.

NEW BUSINESS:

Request for Certificate of Appropriateness HLC2023-00005, submitted by Karen Tew, property owner, for exterior alterations at property located at 130 Commerce Street. The property is further identified as Zoning Map Number 34G18(A)*246, Suffolk Voting Borough, zoned CBD, Central Business District zoning district, and HC, Historic Conservation Overlay district.

The staff report was presented by Erin Dears, Planner I. The request is for exterior alterations to a non-contributing structure located at 130 Commerce Street. The subject property is a one-story commercial brick building constructed in 1964. A Conditional Use Permit (CUP) issued in 2022 to establish a bar and nightclub use, and a Certificate of Appropriateness (COA) was issued in 2020 for the installation of fencing and signs around their outdoor patio. While the structure is currently non-contributing, the Historic Guidelines state that the primary concern with

modifications is to ensure that they are compatible with the Historic District. The applicant proposes to paint the previously unpainted brick building Great Falls, a turquoise-blue color and Tricorn Black for the trim. Once a masonry building is painted the steps to preserve and maintain the brick façade increases.

Based on the previous findings-of-fact, staff recommends **denial** of the application in regard to Certificate of Appropriateness request, HLC2023-00005, with the conditions noted below:

1. Painting the exterior, previously unpainted, brick in the color Great Falls (SW 6495).
2. Painting the window trim in the color Tricorn Black (SW 6258).

The public hearing was opened, and the applicant, Ms. Karen Tew, spoke in favor of the application. Ms. Tew brought in samples of alternative colors and pictures of surrounding buildings that have been painted in multiple colors. These items were passed around for the Commissioners to review.

There were no other speakers who spoke in favor or opposition of the application.

The public hearing was closed, and the Commissioners briefly discussed the application.

Ms. Tew addressed the Commissioners again informing them that if the two proposed colors were not acceptable then she could bring in other color samples for their review.

Attorney Dolan made a suggestion to continue the public hearing to June 8, 2023 while the Commissioners give guidance to staff if the Commissioners agree that the building can be painted contingent upon the color.

Commissioner Bissell made the motion to continue the meeting for HLC2023-00005 to June 8, 2023 based on the principle that the building can be painted with an alternative color deemed acceptable for the Historic District. Commissioner Turner seconded the motion. The motion passes with a vote of 8-0.

Mr. Keith Cannady gave a brief update concerning the Historic District Guidelines. Mr. Cannady informed the Commissioners that staff is recommending the adoption of resolution no. 23-05-11 in support of the proposed revisions to the Suffolk Historic District Guidelines.

The public hearing was opened, and there were no speakers in favor or opposition of the Historic District Guidelines.

The public hearing was closed.

The Commissioners spoke briefly concerning the Historic District Guidelines. Commissioner Bailey found some grammatical and spelling corrections that needed to be made to the document. Commissioner Bailey was able to give the page numbers and the items that needed to be changed that he had found.

A motion was made by Commissioner Bissell to approve the Historic District Guidelines with the condition of making those corrections. The motion was seconded by Commissioner Shaffer. The motion passed with a vote of 8-0.

Ms. Donna Pitt, Real Estate Appraiser for the City Assessor's Office, gave a presentation on the City of Suffolk's Rehabilitation program. She briefed the Commissioners on how to qualify for the program and the benefits of being in the program.

STAFF REPORTS:

Enforcement Update:

Susan Dillard, Property Maintenance Official, reported on the following properties:

- 342 N. Main St - owner is deceased
- 223 Bank St - property in violation - notice of violation was sent to the owner - NC address and the Midland Bank
- 219 Clay St - property still in violation - summons issued for 5/4/23 - owner has submitted a COA to the Planning Department
- 112 W. Washington St - vacant structure - no repairs to the structure - property for sale and a summons was issued for 5/4/23
- 374 E. Washington St - summons was reissued for 5/4/23 - structural engineer to inspect the structure on 4/13/23 – the engineer determined that the building is structurally sound
- Chestnut St Sweep - 9 out of the 14 cases have been closed
- North St Sweep - 3 out of the 5 cases have been closed
- Pine St Sweep - 2 out of the 7 cases have been closed
- Clay St Sweep - still in violation
- Saratoga St Sweep - all violations have been corrected

Zoning Update:

Jennifer Cobb, Zoning Administrator, reported on the following properties:

- 201 Bosley Ave - fence without a permit and COA - summons was sent on 4/6/23 - court continued until 5/4/23 - *Correction – after further review of the application, this property should not have been included as a HLC item

- 111 Linden Ave - exterior repairs to the porch without a COA - NOV was sent on 3/30/23 - a COA was submitted for review, HLC2023-00010

Announcements

Mr. Cannady informed the Commissioners concerning the upcoming training opportunity that was included in their packet. Also, Mr. Cannady informed the Commissioners that they will be reimbursed for travel expenses subject to what's in the budget.

Also, Mr. Cannady welcomed and introduced Dr. Keith Emerson, our new HLC board member to the Commissioners.

Adjournment

There being no further business, the meeting was adjourned.

HISTORIC LANDMARKS COMMISSION



May 11, 2023

Motion:
To continue this meeting to June 8, 2023 based on the principle that the building can be painted with an alternative color deemed acceptable for the Historic District.

1st: Bissell
2nd: Turner

Vote: 8-0

Motion:
To approve the Historic District Guidelines with the condition of making a number of grammatical and spelling corrections throughout document.

1st: Bissell
2nd: Shaffer

Vote: 8-0

Motion:

1st:
2nd:

Vote:

COMMISSIONERS	ATTENDANCE		HLC2023-00005		Historic District Guidelines			
			YES	NO	YES	NO	YES	NO
	PRESENT	ABSENT						
Bailey, George, Vice Chairman	X		X		X			
Bissell, William N.	X		X		X			
Coley, Susan	X		X		X			
Draper, Merritt	X		X		X			
Hobbs, Oliver, Chairman	X		X		X			
King, Edward L.	X		X		X			
Shaffer, Brian	X		X		X			
Turner, Vivian	X		X		X			



CITY OF SUFFOLK

442 W. WASHINGTON ST., P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT

Division of Planning

To: Historic Landmarks Commission

From: Erin Dears, Planner

Date: June 8, 2023

Subject: **After-the-fact request for Certificate of Appropriateness, HLC2023-00010**, submitted by Hugh L. Eure, Jr., applicant, on behalf of H. Eure Properties, Inc., property owner, for exterior alterations at property located at 111 Linden Avenue. The property is further identified as Zoning Map Number 34G16(A)*18, Suffolk Voting Borough, zoned RM, Residential Medium Density zoning district, and HC, Historic Conservation Overlay District.

STAFF REPORT

Overview of the Subject Property and Surrounding Area

The subject property is located at 111 Linden Avenue. This property is part of the West End Historic District of the Suffolk Historic Conservation Overlay District and is located in the Residential Medium Density zoning district. According to the National Register of Historic Places and the Virginia Department of Historic Resources, the building on the subject property, constructed circa 1895, is a contributing two-story structure to the West End Historic District. The residential dwelling is a Bungalow/Craftsman single dwelling with a solid brick stretcher bond foundation and a wooden frame structural system and aluminum siding, sash, double-hung two-over-two wooden windows and single lead wood paneled door with lights. The structure features a hipped metal standing seam roof and a central interior brick stucco chimney and a 2-story, 1-bay wood Craftsman porch.

Case History

- PMI2023-00359 – On March 6, 2023, a notice of violation was issued as the dwelling failed to meet the standards of the Virginia Uniform Statewide Building Code; more specifically, 2018 USBC Sections 304.2, exterior-protective treatment, 304.4, exterior-structural members, and 304.5, exterior-foundation walls.
- GZC2023-00087 – On March 30, 2023, a notice of violation was issued for exterior replacement/repair/renovations to the front porch and/or railings adjacent to the public

right-of-way without obtaining a Certificate of Appropriateness (COA) from the Historic Landmarks Commission.

Public Notice

This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance. A notice, containing a copy of the staff report, was also provided to the applicant on June 2, 2022.

Proposed Actions

The applicant's request includes the following actions for HLC approval:

1. After-the-fact approval of porch repairs and the addition of two pillars as seen in the staff report attachments, Notice of Violation dated March 30, 2023, see staff report attachment titled Exhibit B.

Condition Statement

The applicant did not submit a condition statement for this request however, please see staff report attachment titled Exhibit A, Notice of Violation dated March 6, 2023 citing the property's failure to meet the standards of the Virginia Uniform Statewide Building Code.

Surrounding Characteristics

A detailed description of adjacent properties is provided below.

108 Linden Ave.- A two and a half story contributing Colonial Revival single dwelling circa 1915 with a solid concrete block, rock-faced foundation and a masonry brick stretcher bond structural system, double-hung one-over-one wooden windows as well as fixed 1-light wooden windows and single lead wooden 1-light doors. The structure also features a pyramidal asphalt shingle roof and central interior brick parged chimney and a 1-story, 3-bay concrete porch with Tuscan columns.

109 Linden Ave.- A two and a half story contributing Colonial Revival single dwelling circa 1900 with a solid brick stretcher bond foundation and wood frame with aluminum structural system. The structure also features double-hung wooded sash windows and a single leaf wood paneled door with lights; a gable front metal standing seam roof and one central interior brick corbeled cap chimney and one interior end brick corbeled cap chimney. The structure has a wooden wrap around porch with Tuscan columns.

112 Linden Ave.- A two and a half story contributing Queen Anne single dwelling circa 1895 with a solid concrete parged foundation, a wooden frame with vinyl siding structural system. The structure also features some two-over-two double-hung wooden sash windows as well as fixed wooden 1-light windows. Additionally the structure also features double

leaf wood paneled doors with lights and a gable cross standing seam metal roof and one central interior brick corbeled cap chimney and one interior concrete parged chimney. The structure has a wooden wrap around porch and Ionic columns.

113 Linden Ave.- A two-story contributing Vernacular structure circa 1905 with a solid brick stretcher bond foundation and a masonry brick stretcher bond structural system, double-hung sash one-over-one wooden windows and single leaf wooden multi-light and oval light doors. The structure has a gable front roof with standing seam metal and an interior brick corbeled cap chimney and gable wood brackets.

Site Modifications

The applicant stated they made repairs to their front porch including replacing hand railings on the first floor porch, replaced rot on the bottom of pillars that support the second story porch and added two pillars to help support the second story porch.

Applicable Regulations

A. Unified Development Ordinance (UDO)

- Section 31-413(g)(7), Approval of Major Action by the HLC.
 - (iv) Any change or alteration of the exterior architectural style of a designated landmark or structure on a contributing property, including removal or rebuilding or porches, dormers, cupolas, stairways, terraces and the like.

B. Suffolk Historic District Design Guidelines

- Chapter 5 - Section J, Guidelines for Residential Porches: Entrances and porches are often the primary focal points of an historic building. In addition to being functional and ceremonial, elements for all buildings, their decoration and articulation, help define the style of the structure. For residential buildings, porches have traditionally served as a social gathering point as well as a transition area between the exterior and interior. The retention of porches is critical to maintaining the integrity of the historic dwelling's original design.

The majority of the residential buildings in the Suffolk Historic Conservation Overlay District have porches, either full-width front porches or porticoes, with a few wraparound and secondary porches. While many of the porches are in good condition, some have missing decorative details, inappropriately replaced or missing elements, or paint problems.

Section J.2. Guidelines for Residential Porches:

- Inspect masonry, wood, and metal of porches and entrances for signs of rust, peeling paint, wood or mortar deterioration, and improper drainage. Correct any of these conditions. Repair damaged elements, matching the

detail of the existing original material.

- Do not strip entrances and porches of historic material and details.
- Do not remove or radically change entrances and porches which serve to define the building's overall historic character.
- Do not add a new entrance or porch to a primary elevation where one has never existed.
- Avoid: adding "Colonial" decorative elements, such as broken pediments, columns, and pilasters, installing decorative iron supports, and replacing wood steps with concrete steps.
- Do not enclose porches on primary elevations and avoid enclosing porches on secondary elevations in a manner that radically changes the historic appearance. Give more importance to front or side porches than to utilitarian back porches.
- Replace an entire porch only if it is too deteriorated to repair or is completely missing. The new porch should match the original as closely as possible.
- Maintain and rehabilitate original porch flooring where original materials have not deteriorated substantially. If replacement is required, match the existing flooring material or a synthetic substitute, method of application, and color (paint or stain).
- In public buildings, provide barrier-free access through removable or portable ramps rather than altering features of the historic building.
- A signed statement, with exhibits, from a licensed structural engineer or general contractor stating the condition of the existing porch, ability to be repaired, need for replacement, proposed corrective measures, and options to replacement is required as supporting documentation for any application for a Certificate of Appropriateness.

C. Secretary of the Interior Standards

The Secretary of the Interior Standards were first developed in 1979, expanded and refined in 1990 and used by the National Park Service to ensure that the rehabilitation of an historic building is undertaken in a manner that is sensitive to its historic integrity. The ten guidelines are:

- A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

- Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize an historic property shall be preserved.
- Deteriorated historic features shall be required rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Staff Analysis

As stated above, the applicant is requesting to have the porch repairs done prior to applying for a Certificate of Appropriateness approved; however, when evaluating the Guidelines, staff would not recommend approval of the repairs as completed. The Guidelines state that damaged porch elements should be repaired in such a way that all details match the existing porch, the repairs, as completed, do not meet this objective. The Guidelines go on to state that porches should not be stripped of historic details and that porches should not be radically changed as they serve to define the building's overall historic character, the repairs, as completed, do not meet this objective.

Staff would recommend the applicant come into compliance with the Guidelines and repair the porch such that the details on the first floor porch match the details on the second story porch, as seen in staff report attachment titled Exhibit C.

Summary and Recommendations

Based on the previous findings-of-fact, staff recommends **denial** for Certificate of Appropriateness, HLC2023-00010, as presented in the application attached as Exhibit D.

Additionally, staff recommends **approval** of the following actions and conditions in regard to Certificate of Appropriateness request, HLC2023-00010:

1. After-the-fact repairs to the first floor porch such that it matches the second story porch details as well as the details shown in Exhibit C.
2. Any additional improvements shall require a separate Certificate of Appropriateness.
3. All required building and zoning permits shall be obtained from the City of Suffolk.

Attachments



DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT
Division of Community Development

CITY OF SUFFOLK

442 WEST WASHINGTON STREET, POST OFFICE BOX 1858, SUFFOLK, VA 23434
PHONE: 757-514-4150 FAX: 757-514-4199

NOTICE OF VIOLATION

Date: 03/06/2023

Date of Inspection: 03/06/2023

Notice Number: PMI2023-00359

Property Owner(s) Name: H EURE PROPERTIES INC

Property Owner(s) Address: 424 MARKET STE 200 SUFFOLK, VA 23434

Location of Property: 111 LINDEN AVE, SUFFOLK VA 23434;

Tax Map: 34G16(A)*18

Borough: SUFFOLK

An inspection was made on the premises owned by you and located at the above address.

Upon making an inspection, this dwelling fails to meet the standards of the Virginia Uniform Statewide Building Code. The attached sheet outlines the specific items that are not in compliance with the Code.

Under **Section 103.2.3, Responsibility, of the Uniform Statewide Building Code**, the owner of the premises shall maintain such structures and premises in compliance with these requirements. A person shall not occupy as owner/occupant or permit another person to occupy premises which do not comply with the requirements of this code.

Please be aware that all renovations, repairs, or removal requires the appropriate permit from the Department of Planning and Community Development Building Division, such as building, electrical, plumbing, mechanical or demolition.

If you wish to appeal this decision, an appeal may be filed in accordance with Section 107.5 of the Uniform Statewide Building Code, to the Local Board of Building Code Appeals within fourteen (14) days after receipt of notice. An appeal may be filed at the address above with a two hundred seventy-six dollar (\$276.00) fee.

You have 14 days from receipt of this notice for the repairs, reconstruction, alterations, removal or demolition to be completed. If the violations are not corrected in this time period, a penalty of up to \$300.00 (\$100.00 per violation) will be imposed and a civil summons for collection of this amount may be issued (See the attached Civil Summons). The City may also correct the violations and have the cost applied as a lien upon the property. Additionally, the City shall apply all associated administrative fees as a lien upon the property.

You must notify the **Inspector** *immediately* upon your compliance with this notification to schedule a **FINAL INSPECTION**. If you have any questions, please call the number above between **8:30 AM and 5:00 PM Monday through Friday**. The City of Suffolk appreciates your cooperation and attention to this matter.

Sincerely,

Rufus Winborne

Rufus Winborne, Codes Inspector
(757) 514-4170

HLC2023-00010



CITY OF SUFFOLK

Exhibit A

442 WEST WASHINGTON STREET, POST OFFICE BOX 1858, SUFFOLK, VA 23434
PHONE: 757-514-4150 FAX: 757-514-4199

DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT
Division of Community Development

VIOLATION CHECKLIST

Date: 03/06/2023 Date of Inspection: 03/06/2023 Notice Number: PMI2023-00359
Property Owner(s) Name: H EURE PROPERTIES INC
Property Owner(s) Address: 424 MARKET STE 200 SUFFOLK , VA 23434
Location of Property: 111 LINDEN AVE, SUFFOLK VA 23434;
Tax Map: 34G16(A)*18 Borough: SUFFOLK

The following are violations under Virginia Uniform Statewide Building Code (Reference Virginia Maintenance Code 2018). You may appeal this decision in accordance with Section 107.5 of the Uniform Statewide Building Code, 2018 edition, to the Local Board of Building Code Appeals within fourteen (14) days after receipt of notice (appeal fee \$276.00). Applications are available upon request. The City of Suffolk appreciates your cooperation and attention to this matter.

Code Reference	Violation Details	Correction Required
2018 USBC SECTION 304.2	EXTERIOR - PROTECTIVE TREATMENT	PRESSURE WASH ALL SURFACE THAT HAS DISCOLORATION ALSO SAND AND PAINT ALL SURFACE THAT ARE PEELING/CHIPPING
2018 USBC SECTION 304.4	EXTERIOR - STRUCTURAL MEMBERS	REPLACE/REPAIR ALL EXTERIOR - STRUCTURAL MEMBERS THAT IS DRY ROT AND/OR DETACH
2018 USBC SECTION 304.5	EXTERIOR - FOUNDATION WALLS	REPLACE/REPAIR ANY AND ALL FOUNDATION WHERE MOLDER IS MISSING/BROKE IN BRICKS

Rufus Winborne

Rufus Winborne, Codes Inspector
(757) 514-4170

HLC2023-00010



111 LINDEN ST 03/06/2023 RW

HLC2023-00010
Exhibit A



111 LINDEN ST 03/06/2023 RW

HLC2023-00010 Exhibit A



Exhibit A

11 LINDEN ST 03/06/2023 RW

HLC2023-00010



111 LINDEN ST 03/06/2023 RW Exhibit A
HLC2023-00010



Exhibit A

111 LINDEN ST 03/06/2023 - RW

HLC2023-00010

The image shows the exterior of a house with light-colored horizontal siding. There are two windows visible, both with white frames. The siding appears weathered with some discoloration. A black electrical box is mounted on the wall near the bottom right window. The text "111 LINDEN ST 03/06/2023 RW" is overlaid in the bottom left corner.

111 LINDEN ST 03/06/2023 RW

Exhibit A

HLC2023-00010



CITY OF SUFFOLK

442 W. WASHINGTON STREET, POST OFFICE BOX 1858, SUFFOLK, VIRGINIA 23439-1858
 PHONE: (757) 514-4150 FAX: (757) 514-4199

DEPARTMENT OF
 PLANNING & COMMUNITY DEVELOPMENT
Division of Community Development

NOTICE OF VIOLATION

March 30, 2023

John D Eure JR
 C/O H. Eure Properties, Inc.
 424 Market St. Ste. 200
 Suffolk, VA 23434

Re: Exterior Replacement/repairs/renovations without a Certificate of Appropriateness (COA)
111 Linden Ave
Suffolk, VA 23434
Tax Map: 34G16(A)*18
Account: Number: 351983000

Greetings,

An inspection was conducted at the above referenced property on March 28, 2023 which revealed exterior replacement/repair/renovations to the front porch and/or railings adjacent to the public right-of-way without obtaining a Certificate of Appropriateness (COA) from the Historic Landmark Commission.

The above listed property is zoned **RM** (Residential Medium-Density). According to **Section 31-413 (F) (1) of the Unified Development Ordinance**, Where exterior appearance of any structure as viewed from any street or public way is involved, the Zoning Administrator shall issue no permit for erection, alteration or improvement unless and until a Certificate of Appropriateness has been issued. Where such certificates are required.

Violation: *** No Certificate of Appropriateness (COA) on file with the Department of Planning and Community Development.

Abatement: *** Please contact the Planning Division to obtain a Certificate of Appropriateness (COA). For more information, please dial 757-514-4060, select option #1 or visit the office location of 442 W Washington Street.

To correct this violation, a Certificate of appropriateness is required. Correction of this violation within thirty (30) days of the notice will prevent any additional remedies, which may result in legal action by the City.

Pursuant to Section 31-301(i) of the Unified Development Ordinance, you may have the right to appeal any order, requirement, decision or determination made by the Zoning Administrator or other administrative officer to the Board of Zoning Appeals within thirty (30) days of receipt of this notice, after which time such order, requirement, decision, or determination shall be un-appealable. Applications may be obtained from the Department of Planning and Community Development either in person or via the internet at http://www.suffolk.va.us/PCD/cd/docs/zoning/BZA_Application.pdf. The application must have an original signature with all relevant documents in order to be processed and must be accompanied with an application fee of \$551.00 when submitted. The City of Suffolk appreciates your cooperation and attention to this matter. **If you have any further questions, feel free to contact me at (757) 514-4172 (email: lmarshall@suffolkva.us)**

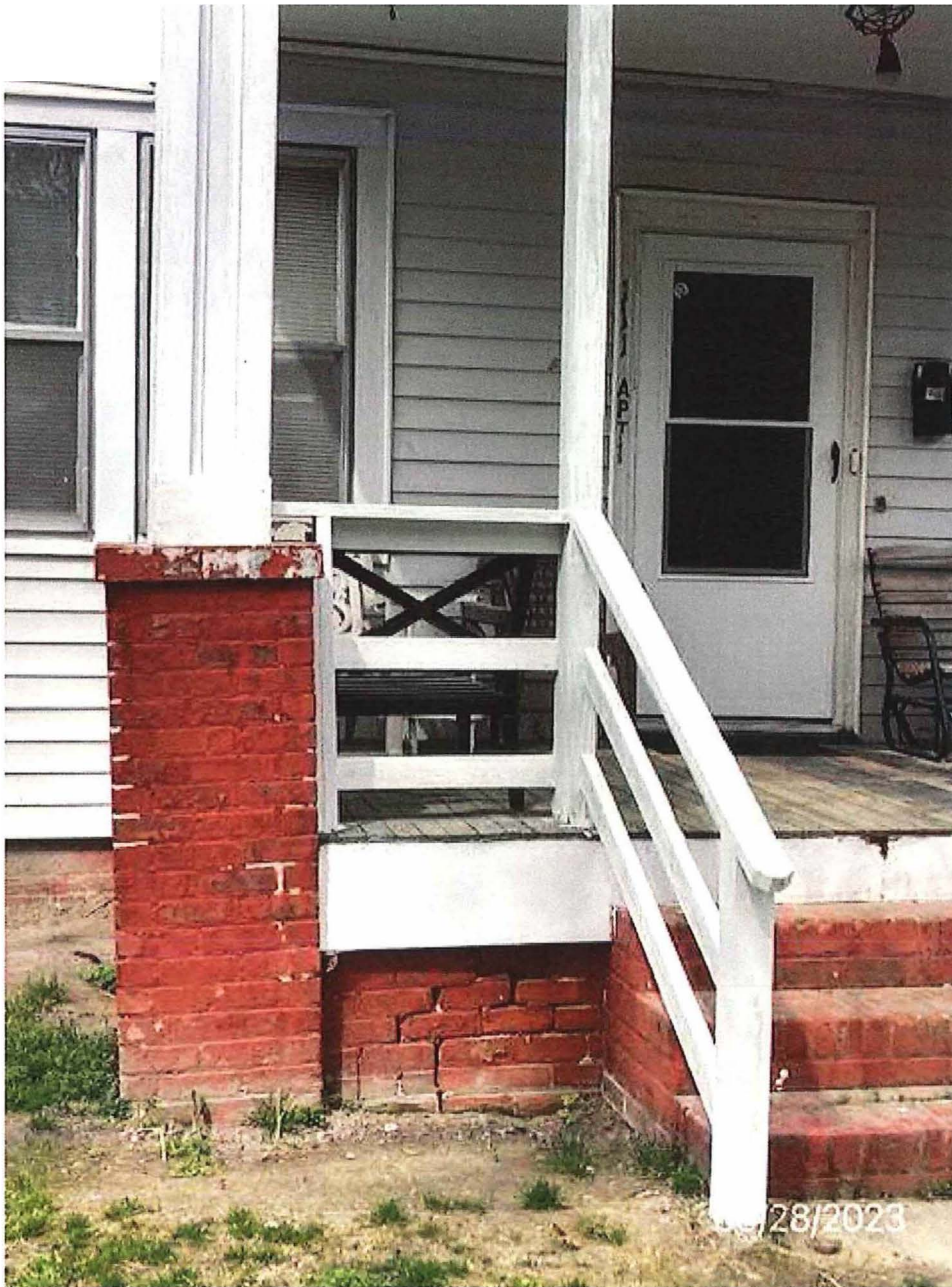
Sincerely,

Lisa Marshall, CZO

Zoning Inspector II

HLC2023-00010

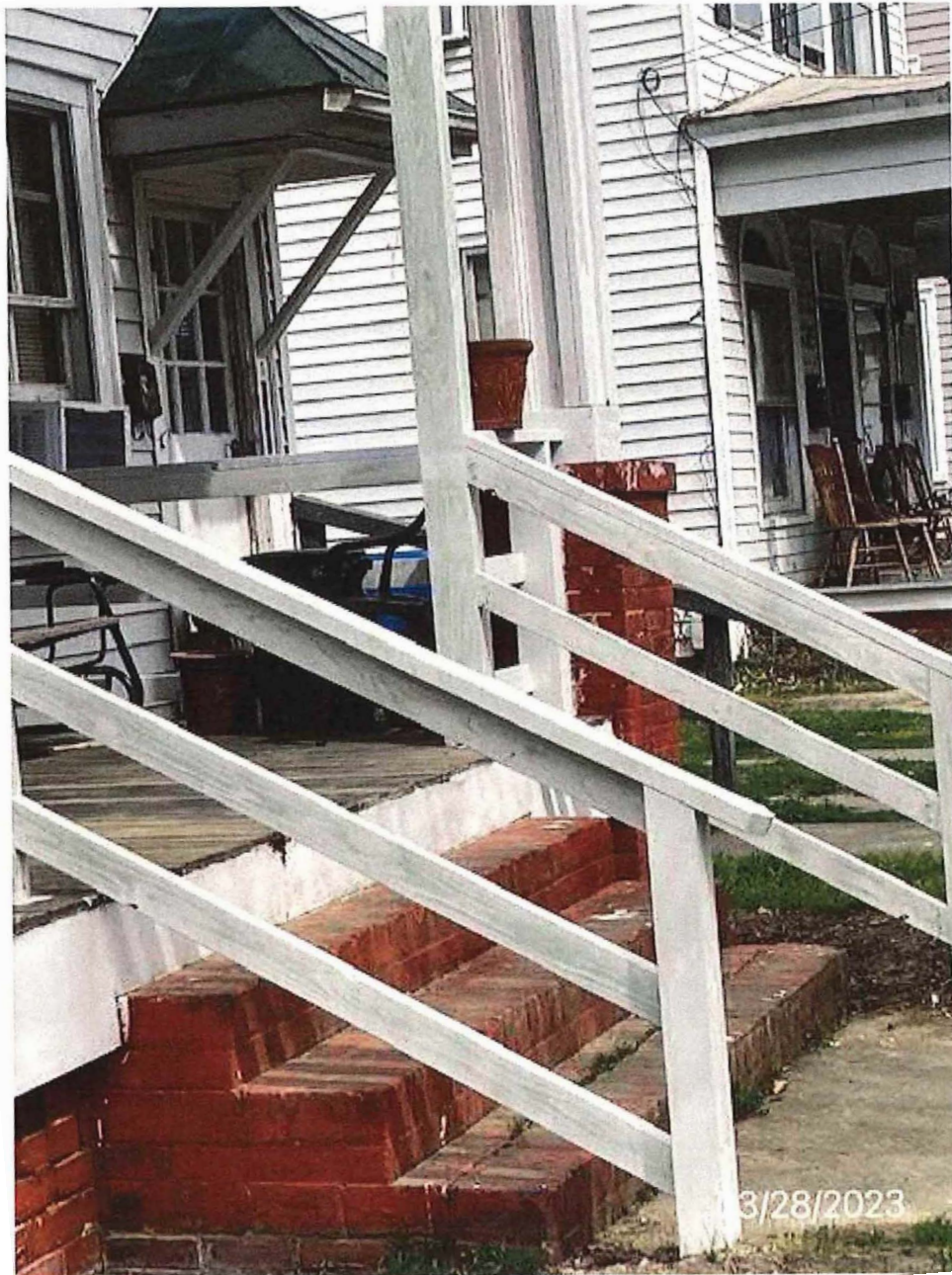
77











Google Maps 111 Linden Ave

Suffolk, Virginia

Google Street View

Aug 2012

See latest date



Image capture: Aug 2012 © 2023 Google



HLC2023-00010

RECEIVED
PLANNING

City of Suffolk Department of Planning APRIL 25, 2023

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

**PART 1- OFFICE INFORMATION: To be completed by staff**

Application Number:	HLC2023-00010, After-the-Fact	Date Submitted:	4 ___25___2023
Project Address:	111 LINDEN AVENUE	Project Name:	
Tax Query:	<input checked="" type="checkbox"/> Current <input type="checkbox"/> Delinquent	Application Fee Paid:	\$262.50
Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date of Decision:	

PART 2- GENERAL INFORMATION: To be completed by applicant

Important Notice: Applications must be submitted in hard copy with original signatures. Incomplete applications will not be accepted. A Certificate of Appropriateness is required for exterior alterations to properties within the Historic Overlay District. Applications will be referred to the Historic Landmarks Commission (HLC) for review and action, unless it is determined that an administrative approval can be issued. The HLC shall act on complete applications within sixty (60) days. It is recommended that applicants discuss their application with Planning Division staff and review the Historic District Design Guidelines, which are available online, prior to submittal of their application.

Application Fee: \$36.75 - Administrative; \$157.50 - HLC Action

After-the-fact Fee: \$73.50 - Administrative; \$262.50 - HLC Action

Property Address: 111 Linden Ave. Tax Map Number: 34616(A)*18
 Account Number: 351983000 Zoning District: _____

Please select the category or categories that best classify the proposed changes:

<input type="checkbox"/> Painting	<input type="checkbox"/> Windows/Doors	<input type="checkbox"/> Addition/Accessory bldg	<input type="checkbox"/> Demolition
<input type="checkbox"/> Siding	<input type="checkbox"/> Fencing/Landscaping	<input type="checkbox"/> New building	<input type="checkbox"/> Relocation
<input type="checkbox"/> Roofing	<input type="checkbox"/> Driveway/Parking	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Dumpster/HVAC
<input checked="" type="checkbox"/> Deck/Porch	<input type="checkbox"/> Signage	<input type="checkbox"/> Lighting	<input type="checkbox"/> Other

I understand that I or my representative agent(s) must be present at the Historic Landmarks Commission meeting, on the date assigned by staff, and that failure to attend may result in the denial of my application. No changes shall be performed to my property before receiving a Certificate of Appropriateness and any other required permits. I further understand that a COA shall expire six (6) months from the issue date. I hereby authorize City of Suffolk staff and/or members of the HLC to enter onto my property during normal business hours for the purpose of investigating my request.

Property Owner Signature: Ralph Euse Jr. Date: 4/13/23

PART 3- REQUIRED INFORMATION FOR APPLICATION: To be completed by applicant

The applicant must INITIAL next to each item and ATTACH materials in the order that is listed below. If a material is not necessary for your application, as confirmed by staff, you may indicate "NA" for not applicable. Applications that do not clearly communicate the proposed changes may result in delays. City staff will periodically inspect properties for compliance.

1. **Full description of proposed use and alterations** (attach more sheets if needed):

 See attached

HLE

2. Estimated **construction time**: _____

HLE

3. A list of **existing materials**, including specifications, color samples, dimensions, etc.

NA

4. A list of **proposed materials**, including specifications, color samples, dimensions, etc.

HLE

5. If proposing to replace materials, a **condition statement** signed by a licensed general contractor is required that 1) identifies the condition of existing materials, 2) ability to be repaired, 3) need for replacement, 4) proposed corrective measures, and 5) options for replacement.

NA

6. **Sketch, drawing, and/or color elevations** showing the proposed changes or improvements.

NA

7. Only if applying for site modifications, a **site plan or plat** of the property showing the location of the existing and proposed building and site improvements (ex: location of signage, shed, fencing, landscaping, etc.). A Site Plan Waiver does not exempt this requirement.

NA

8. **Color photographs in hard copy**, including photos taken from all public right-of-ways, to show the area of the proposed alterations and close-up images of any materials to be repaired or replaced, i.e. rotten wood. (Google images are not accepted.)

9. If applicable, **detailed designs** for exterior signage, to include materials, colors, lighting, graphics, lettering size and style, dimensions, physical support and site location.

NA

10. Are you requesting tax credits/abatements for this project? Yes ☐ No ☒

HLE

11. Other: _____

NA

INFORMATION: To be completed by applicant, owners, and other contacts

... be signed by the property owner(s) or must have attached to it written evidence of the ... which may be in the form of a binding contract of sale or a letter signed by the owner(s) ... the applicant to act as his or her agent. Signing this application shall constitute the granting of authority ... to enter onto the property for the purpose of conducting site analyses.

Applicant Information:

Name: Hugh L. Eure Jr. Company: H. Eure Properties, Inc.
 Address: 424 Market Street Phone Number: 757-539-9391
 Email: h.eureproperties@gmail.com Fax Number: 757-934-2372
 Applicant Signature: Hugh Eure Date: 4/13/23

2. Property Owner(s) Information (Complete if different from applicant):

Name: _____ Company: _____
 Address: _____ Phone Number: _____
 Email: _____ Fax Number: _____
 Owner Signature 1: _____ Date: _____

Name: _____ Company: _____
 Address: _____ Phone Number: _____
 Email: _____ Fax Number: _____
 Owner Signature 2: _____ Date: _____

3. Other Contacts (Such as engineers, surveyors, architects, agents, attorneys, owners, etc.):

Specify type of contact/relationship: _____
 Name: _____ Company: _____
 Address: _____ Phone Number: _____
 Email: _____ Fax Number: _____
 Signature: _____ Date: _____

Specify type of contact/relationship: _____
 Name: _____ Company: _____
 Address: _____ Phone Number: _____
 Email: _____ Fax Number: _____
 Signature: _____ Date: _____

RE: COA application:

111 Linden Ave.

Suffolk, VA 23434

Tax map 34G16(A)*18

Acct Number: 351983000

1. Replaced hand railings on first floor porch. Replaced rot on the bottom of pillars that support second story porch. Added two pillars to help support second story porch.
2. 6 hours
3. N/A, existing materials have already been removed.
4. 12 2 x 4 planks of wood for railings. 2, 12' post to support second floor porch. 2, 4' post at the bottom of step hand rails.
5. N/A, items have already been replaced.

From: [katy tew](#)
To: [Erin M. Dears](#)
Subject: Re: FW: HLC2023-00005
Date: Thursday, May 25, 2023 10:24:46 AM

Caution: This email originated from a source outside of the **City of Suffolk**. Do not click on links or open attachments unless you recognize the sender and you know the content is safe.

Good Morning,

I was wondering if the painting application discussion could be deferred to a later date? We have not decided on another color scheme and I do not want to rush a decision to meet the June time frame. I would like to request the decision be deferred until the August meeting. Please let me know. Thank you for your assistance in this.

Regards;

Karen Tew, High Tide, LLC

HLC PROPERTY MAINTENANCE CODE ENFORCEMENT UPDATE

MAY 2023

ADDRESS	CODE VIOLATION(S)	STATUS
342 N MAIN ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • PEELING PAINT • DETERIORATED ROOF • DETERIORATED PORCH • DETERIORATED EXT WALLS 	OWNER IS DECEASED
223 BANK ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • WINDOWS DAMAGE • ROOF DAMAGE • DETERIORATED EXTERIOR WALL • INTERIOR SURFACE DAMAGE • DETERIORATED PORCH 	PROPERTY STILL IN VIOLATION NOV WAS SENT TO THE OWNER NC ADDRESS AND THE MIDLAND BANK TREASURER OFFICE IS ASSESSING FOR AUCTION
219 CLAY ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • ROOF DAMAGE • EXTERIOR WALL DAMAGE • BROKEN WINDOWS • INTERIOR DAMAGE 	PROPERTY STILL IN VIOLATION. SUMMONS ISSUED FOR 05/04/23 JUDGEMENT GRANTED FOR \$1200. A NEW SUMMONS WILL BE ISSUED FOR 7/6/23
112 W WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • ELEVATORS IN DISREPAIR • INTERIOR WALL DAMAGE • BROKEN WINDOWS • FIRE / ELECTRICAL VIOLATIONS 	VACANT STRUCTURE – NO REPAIRS TO STRUCTURE PROPERTY FOR SALE SUMMONS ISSUED FOR 08/03/23
374 E WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • ROOF COLLASPE • INTERIOR STRUCTURAL MEMEBERS • UNSAFE STRUCTURE 	SUMMONS REISSUED FOR 05/04/23 STRUCTURAL ENGINEER TO INSPECT JUDGEMENT GRANTED FOR \$400.00. A NEW SUMMONS WILL BE ISSUED FOR 7/6/23
CHESTNUT ST SWEEP	<ul style="list-style-type: none"> • 10 PROPERTY MAINTENANCE • 3 INOPERATIVE VEHICLES • 	9 OUT OF THE 14 CASES HAVE BEEN CLOSED
NORTH ST SWEEP	<ul style="list-style-type: none"> • 1 PROPERTY MAINTENANCE 4 INOPERATIVE VEHICLES	3 OUT OF 5 CASES HAVE BEEN CLOSED
PINE ST SWEEP	<ul style="list-style-type: none"> • 7 PROPERTY MAINTENANCE • INOPERATIVE VEHICLES 	2 OUT OF THE 7 CASES HAVE BEEN CLOSED
CLAY ST SWEEP	<ul style="list-style-type: none"> • 1 PROPERTY MAINTENANCE • INOPERATIVE VEHICLES 	STILL IN VIOLATION
BANK ST SWEEP	9 PROPERTY MAINTENANCE 1 INOPERATIVE VEHICLES	1 OUT OF THE 10 CASES HAVE BEEN CLOSED

HILL ST SWEEP	3 PROPERTY MAINTENANCE 3 INOPERABLE VEHICLES	ALL PROPERTIES STILL IN VIOLATION
FRANKLIN ST SWEEP	2 PROPERT MAINTENANCE	1 OUT OF THE 3 HAVE BEEN CLOSED
OAKDALE SWEEP	6 PROPERTY MAINTENANCE	1 OUT OF THE 6 HAVE BEEN CLOSED

Zoning
Case Activity Report
June 2023

<i>LOCATION</i>	<i>VIOLATION(S)</i>	<i>JUDGEMENT</i>	<i>INSPECTOR</i>
122 North St	FENCE WITH NO PERMIT, NO COA, AND WRONG DIRECTION	NOV SENT 05.17.23	COURTNEY HALE
111 LINDEN AVE	EXTERIOR REPAIRS TO PORCH WITH NO COA	NOV SENT: 3-30-2023 COA submitted for review ON 04.25.23 for 06.08.23 meeting HLC2023-00010	LISA MARSHALL

ADMINISTRATIVE APPROVAL

April 4, 2023 to May 30, 2023

FILE NUMBER	ADDRESS	CONDITIONS	APPROVAL DATE
HLC2023-00007	112 & 112 ½ St. James Avenue	Windows	05/10/2023

